

Conditional Use Procedures

1. Complete a Conditional Use permit application.
Completed conditional use application includes the following:
 - a. Written explanation
 - b. Plot plan or drawing with supporting documentation. All pages including plot plan, no larger than an 8½ x 11 or 11 x 17 sheet if necessary.
 - c. Town's response (signed yellow sheet) sent to Clerk by Zoning Department
2. Make copies of application and attachments for the Town.
3. Submit application with supporting documentation and \$250 fee to the Jefferson County Zoning Department, 320 S. Main St., Room 201, Jefferson, WI 53549.
Deadline is usually the second Friday of the month for the next month's public hearing.
4. Contact Town Clerk in which the proposed Conditional Use is located for Planning Commission/Town Board meeting dates and times.
5. Attend Town Planning Commission meeting (if applicable).
6. Attend Town Board meeting.
7. Attend Jefferson County Zoning & Planning Committee public hearing (public hearing notice will be sent to you in the mail prior to meeting. NOTE: Inclusion on public hearing agenda will not occur without written Town response.)
8. Approximating 10 days after public hearing the Zoning & Planning Committee will make its decision on the petition.
9. Notice of decision will be mailed to petitioner.
10. Zoning & Planning Committee decisions may be appealed within 30 days of the date of publication in the official newspaper of Jefferson County to the Jefferson County Zoning Board of Adjustment.